

## DOCUMENTATION CHECKLIST FOR WIA ELIGIBILITY

For any item that the Employment Counselor has checked on the left, you must bring in one item from list on the right. If you have any questions about documentation or are having a difficult time obtaining any documents, please contact your employment counselor.

<input checked="" type="checkbox"/> Identification	Driver's License or other photo identification
<input checked="" type="checkbox"/> Local VA Residency	Driver's License Property Bill or Lease Recent Utility Bill or Bank Statement Public assistance record
<input checked="" type="checkbox"/> Social Security Number	Social Security Card Public assistance record W-2 Employment Records Pay Stubs Ask Employment Counselor about other items that may be used
<input checked="" type="checkbox"/> Citizenship or Eligibility to Work	Birth certificate or US Passport (can be expired) Permanent Resident Card or Alien Registration Receipt Card with Photo (INS Form I-551) Unexpired Temporary Resident Card (INS Form I-688) Unexpired Employment Authorization Card (INS Form I-688A) Social Security Card – that does not say “not valid for employment”
<input checked="" type="checkbox"/> Employment History	Copy of Resume
<input checked="" type="checkbox"/> Income (Must be verified for the previous six months)	Pay stubs Wage Statement from Employer Public Assistance Record Social Security Documentation Ask Employment Counselor about other items that may be used
<input checked="" type="checkbox"/> Public Assistance (If Applicable)	Food Stamp Cards Letter or Statement from DFS
<input checked="" type="checkbox"/> Unemployment Benefits (If Applicable)	UI Award Letter UI Printout Ask Employment Counselor about other items that may be used
<input checked="" type="checkbox"/> Lay-off Status (If Applicable)	Letter from Employer WARN Notice General Announcement of Closure Ask Employment Counselor about other items that may be used
<input checked="" type="checkbox"/> Vet Status (If Applicable)	DD-214 Military ID
<input checked="" type="checkbox"/> Selective Service Registration (Males born after 1960)	SSS Card Internet Verification
<input type="checkbox"/> Displaced Homemaker	Divorce Certificate Death Certificate Court Document to verify divorce or legal separation